



Ideas into Action
Erasmus+ Training Course
Tirana, Albania - December 3-11, 2014
INFORMATION FOR APPLICANTS/PARTICIPANTS

PROJECT SUMMARY

“Ideas into Action” is a training course for youth workers and youth leaders in project management and facilitation of European youth projects within the Erasmus+ framework.

The eight-day course will be held in Tirana, Albania, in December 2014.

The project is funded within Erasmus+ Key Action 1 (Youth) by the UK National Agency of the Programme.

The project idea originates from Praxis Europe’s expertise in European project management and its 2015 work plan that includes expanding PE’s activities to non- EU countries in South-Eastern Europe.

The project will bring together 32 participants from 8 countries.

Daily activities include: training in project management, facilitation, financial management, risk assessment, intercultural learning, and dissemination of project results and recognition of non-formal learning.

The course methodology is built entirely on informal and non-formal methods.

Main project results include: increased visibility of Erasmus+ in South-East Europe, increased project quality, stronger partnerships between EU and SEE countries and greater youth worker competences.

PROJECT OBJECTIVES:

- To promote and raise the profile of international youth work
- To increase the quality of future Erasmus Plus projects
- To develop youth workers competences in facilitation of non-formal learning
- To reflect on and share good practice in project management and facilitation of youth projects
- To strengthen partnerships among partner organisations

PARTICIPANT PROFILE

Eligible participants must be youth workers, youth leaders or volunteers in youth organisations, interested in using intercultural dialogue and video/photography tools. Good (spoken) English language skills required.

Age range: 18-35

LANGUAGE

The language of the training course will be English. Participants should be proficient in English and able to communicate.

PROJECT SCHEDULE

The course programme will start on December 3, 2014, in the afternoon.

The programme will end in the evening of December 10.

Participants should get to Tirana on December 3. They can depart from early morning on December 11.

Daily activities will take place between 10 AM and 6 PM every day, with a few breaks including coffee/tea breaks and lunch.

THE VENUE

The course will be held in the capital of Albania, Tirana. Info about your accommodation:

- ✓ Tirana is a nice city located in central-western Albania. It's 40 min away from the sea
- ✓ The hotel is situated in the city district Don Bosco. It takes approx. 10 min. by bus or 20 min walk to the city centre.
- ✓ Participants will be accommodated at „My Hostel Tirana” in double and triple rooms. There is free Wifi available at the hostel.
- ✓ The participants will be mixed nationalities in rooms in order to get to know and learn more about each other.
- ✓ Meals are served in the hostel (breakfast, lunch, dinner and two coffee and tea breaks). All dietary needs will be catered for (please note those in your application form).
- ✓ Our working room is near the hostel (around 4 min walk).
- ✓ Beds linen is provided
- ✓ Please bring your own towels.

Hostel website:

www.myhostel.al

For more info about Tirana see: <http://www.inyourpocket.com/albania/tirana>

For more info about Albania see: <http://www.albaniantourism.com/>

- ❖ Organisers will not provide any accommodation for additional stay in Albania. If participants plan to arrive a few days earlier or depart a few days later they are kindly requested to inform us and we will be glad to offer assistance with booking a hotel.

TRAVELLING TO ALBANIA

All participants are expected to arrive in Tirana, Albania, and will be picked-up by the organisers from the airport.

The Erasmus+ rules stipulate participants need to travel using the cheapest means of transport, economy class, direct route without long stopovers.

Please see travel cost section below for details of travel reimbursement policy.

Although participants can plan their travel individually and arrive earlier/depart later, the organisers can only commit to reimburse and organise board and lodging during the mentioned training days. If you plan to travel outside the official project dates (December 3-11) you should contact us providing the reasons and buy ticket only if permission granted, otherwise you would not get reimbursement. Stopovers of more than 12 hours need to be authorised.

TRANSPORT TO AND FROM THE VENUE

Upon arrival, participants will be picked up from the airport or bus station by one of our volunteers. All participants will be provided with the contact details of our team in Albania before travelling, in case there are any travel or flight delays. Before departure, participants will be taken to the airport, train or bus station.

The contacts will be provided to the participants after their selection

TRAVEL COST REIMBURSEMENT

Participants' travel costs from their home city to Tirana will be reimbursed according to Erasmus+ Programme rules and Praxis Europe regulations (Although the project will be held in Albania, we are subject to UK legislation in terms of accounting and book-keeping).

Summary of reimbursement rules:

- **PLEASE DO NOT BUY ANY TICKETS before consulting the price/route with the organisers (you can only buy tickets once your application has been accepted by the Team)**
- The organisers will only reimburse travel costs from the partner country to Tirana, Albania up to the limits indicated in the Erasmus+ Programme Guide (see below), based on actual expenditure - original tickets and receipts; please note that amounts below are MAXIMUM amounts, Praxis Europe will reimburse the ACTUAL expenses up to the limits listed below.

C) MOBILITY OF YOUTH WORKERS

Eligible costs		Financing mechanism	Amount	Rule of allocation
Travel	Contribution to the travel costs of participants, from their place of origin to the venue of the activity and return.	Unit costs	For travel distances between 100 and 499 KM: 180 EUR per participant	Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission.
			For travel distances between 500 and 1999 KM: 275 EUR per participant	
			For travel distances between 2000 and 2999 KM: 360 EUR per participant	
			For travel distances between 3000 and 3999 KM: 530 EUR per participant	
			For travel distances between 4000 and 7999 KM: 820 EUR per participant	
			For travel distances of 8000 KM or more: 1100 EUR per participant	

- Reimbursement will be done based on the EU Distance Calculator: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm (distance is calculated as one-way journey, but the amount in the Programme Guide is for a return trip)
- Participants are only allowed to travel to/from their partner countries (e.g. Serbian partners from Serbia, Turkish from Turkey etc.)
- Reimbursement of travel costs will only be done upon presentation of all original tickets, receipt/invoices and boarding passes (including return tickets). Documents provided must clearly state date of purchase, route and means of travel, name of the passenger, method of payment and price paid. Documents in languages other than English have to be translated by participants.
- Participants will be asked to send the originals of all return documents and boarding passes. Under no circumstances will tickets be pre-paid (**i.e. you need to present all return tickets during the project in order to be reimbursed – please buy all your tickets in advance**).
- Reimbursement will be done in EUR, regardless of the currency indicated on the ticket and receipt/invoice. Any tickets purchased in a local currency other than EUR, will then be converted and calculated according to the exchange rate of the month when the grant agreement for this project will be signed by the NA, as stated in the official European Commission web-site at <http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>,
- Please e-mail original tickets to anadervishi@yahoo.com once you have purchased them and no later than November 3, 2014. We need this to begin processing the financial and reimbursement data before the course so that all payments may be made as efficiently as possible.
- The travel allowance indicated in the Erasmus+ Programme Guide also includes local travel in your home country and Tirana (Airport and Bus Station transfers will not cost more than 15 EUR for a one-way trip)
- Reimbursement will only be paid to participants who attend the full duration of the course activities

PARTICIPATION FEE

A participation fee of 20 EUR per participant will be deducted from the travel reimbursement.

VISA ARRANGEMENTS

Citizens of EU countries, South-East European countries and Turkey do not need visas to enter Albania. For details, please see <http://www.punetejashtme.gov.al/en/services/services-for-foreign-citizens>

HEALTH INSURANCE

Health insurance is not provided and will not be reimbursed by the organisers. All participants are strongly advised to purchase private travel insurance.

PREPARATION

Once your place is confirmed, please make the following preparations:

- NGO Fair - please bring materials about your organisation and their activities
- Good practice sharing - we would like you to share examples of successful projects and tools used by your organisation in international youth work (Youth in Action, Erasmus+)
- Intercultural Evening - please remember to bring whatever you think is important and worth sharing about your country, community and culture – including food, drinks, music etc.

PRACTICALITIES

There is free wifi internet access at the hotel.

Euros, US dollars and UK pounds can easily be exchanged across Tirana.

UK participants - make sure that you have European adaptors for your electrical devices.

CONTACT

If you need help with your travel booking or have any questions regarding the training course, please feel free to contact:

Ana Dervishi anadervishi@yahoo.com

HOW TO APPLY

You are requested to use the application form attached.

Please complete your application in English. Only typed applications will be accepted (no handwritten applications please).

Please use the following file-naming format: “your country_your name”

as in the following example: Subject: “UK_Doe_John”

After naming your application as stated above, please submit your application to: anadervishi@yahoo.com

APPLICATION DEADLINE: OCTOBER 3, 2014